

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 21-322-1

Title of Position: Purchasing Clerk

Vacancy exists in the Finance Department/Purchasing Division.

Salary Range: \$20.38 - \$25.80 per hour - 35 hours per week

Date Posted: November 18, 2021

Deadline for Applying: December 3, 2021

Remarks: This is a Classified/Bargaining Unit Position.

Examination Weight: 60% Written/40% Oral

Statement of Duties: Under the general supervision of the Purchasing Agent performs clerical duties necessary to the proper functioning of the City's purchasing operations. Tasks include greeting and assisting clients, vendors and other department personnel; answering phones, taking and delivering messages, preparing letters to vendors; operating office machines such as copiers, scanners, facsimile machines, voice mail systems and office computers; sorting and distributing mail, answering inquiries; retrieving information from the database system (MUNIS), data entry and preparing reports in Excel, typing Word documents; maintaining files of active bids and awards; assisting in advertising all bids and tracking all required documentation from vendors; recording time sensitive bid documents; assisting in typing and distributing final specifications; assisting in updating vendor files; organizing and preparing incoming invoices for payment; removing paid purchase orders and filing appropriately; providing assistance and backup for colleagues performing other departmental functions – such as the bid specialist and accounts payable positions; and performs related work as required.

Education & Experience: High school diploma or a GED; and a minimum of three months of related experience; or any equivalent combination of substantially equivalent education and experience.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>